

# MANDATORY TRAINING

DIRECTORS, SPONSORS and ADMINISTRATIVE PERSONNEL

( TA )

APRIL 30, 2010

SUMMER FOOD SERVICE PROGRAM (SFSP)

Facility: \_\_\_\_\_ Agreement # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Participant's Name (**PLEASE PRINT**)

Title or Position (**PLEASE PRINT**)

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**SUBMIT A COPY OF THIS FORM TO SNP BY APRIL 2, 2010 AND BRING THIS FORM WITH YOU TO TRAINING**

(You are required to initial by your name upon arriving for the training and upon departure to receive credit for training)

## TOPICS TO BE COVERED:

**Eligibility**

**Evaluating and Selecting Sponsors and Sites**

**Meal Service**

**Staffing**

**Food Service Management Companies**

**Application**

**Training**

**Administrative Reviews**

**Monitoring**

**Civil Rights**

**Record Keeping**

**Program Payments**